

DEPARTMENT OF ENERGY (DOE) 5.6: Security Management Records

DOE Records Disposition Schedule (RDS)							
New DOE 5.6				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
DOE 5.6	100	30 days	DAA-GRS-2021-0001-0003	GRS 18	19a	Superseded or obsolete	GRS 18, 1960, item 20a
<i>GRS 18.19a was superseded by GRS 5.6, item 090; due to EPI moratorium, this was superseded by DOE 5.6, item 100</i>							

Epidemiological
Moratorium

General Record Schedules (GRS)							
New GRS 5.6				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 5.6	010	3 years	DAA-GRS-2021-0001-0001	GRS 18	8	2 years	GRS 18, 1960, item 9
				GRS 18	13a	3 years	GRS 18, 1960, item 14a
				GRS 18	13b	2 years	GRS 18, 1960, item 14b
				GRS 18	21	2 years	NC1-GRS-80-1, item 22
GRS 5.6	020	3 years	DAA-GRS-2017-0006-0002	GRS 18	16a	3 years	GRS 18, 1960, item 17 (in part)
GRS 5.6	021	6 months	DAA-GRS-2017-0006-0003	GRS 18	16b	6 months	GRS 18, 1960, item 17 (in part)
GRS 5.6	030	3 months	DAA-GRS-2021-0001-0002	GRS 18	19d	3 months	GRS 18, 1960, item 20d
GRS 5.6	040	3 months	DAA-GRS-2017-0006-0005	GRS 18	12	3 months	GRS 18, 1960, item 13
GRS 5.6	050	3 years	DAA-GRS-2023-0007-0001	GRS 12	8 (in part)	3 years	NC1-64-77-9, item 8 (in Part)
GRS 5.6	060	3 years	DAA-GRS-2017-0006-0007	GRS 18	15a (in part)	3 years	GRS 18, 1960, item 16a (in part)
				GRS 18	15b (in part)	1 year	GRS 18, 1960, item 16b (in part)
GRS 5.6	061	30 days	DAA-GRS-2017-0006-0008	GRS 18	15a (in part)	3 years	GRS 18, 1960, item 16a (in part)
				GRS 18	15b (in part)	1 year	GRS 18, 1960, item 16b (in part)
GRS 5.6	070	10 years	DAA-GRS-2017-0006-0009	New item			
GRS 5.6	080	5 years	DAA-GRS-2017-0006-0010	GRS 18	9 (in part)	3 years	GRS 18, 1960, item 10 (in part)
				GRS 18	10 (in part)	4 years	GRS 18, 1960, item 11 (in part)
Continue to utilize ADM 18.9 and ADM 18.10 for Survey and Inspection files until superseded							

General Record Schedules (GRS)							
New GRS 5.6				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
GRS 5.6	081	3 years	DAA-GRS-2017-0006-0011	GRS 18	9 (in part)	3 years	GRS 18, 1960, item 10 (in part)
				GRS 18	10 (in part)	4 years	GRS 18, 1960, item 11 (in part)
Continue to utilize ADM 18.9 and ADM 18.10 for Survey and Inspection files until superseded							
GRS 5.6	090	30 days	DAA-GRS-2021-0001-0003	GRS 18	18a	1 year	GRS 18, 1960, item 19a
				GRS 18	18b	1 month	GRS 18, 1960, item 19b
GRS 5.6	090	30 days	DAA-GRS-2021-0001-0003	GRS 18	19a	Superseded or obsolete	GRS 18, 1960, item 20a
Utilize DOE 5.6, item 100 for ADM 18.19a which remains under EPI hold until lifted							
GRS 5.6	090	30 days	DAA-GRS-2021-0001-0003	GRS 18	19b	1 year	GRS 18, 1960, item 20b
				GRS 18	19c	1 year	GRS 18, 1960, item 20c
				GRS 21	11	6 months	GRS 18, 1960, item 37
				GRS 21	18	6 months	GRS 18, 1960, item 39
GRS 5.6	100	3 years	DAA-GRS-2023-0007-0002	GRS 10	13	1 year	GRS 18, 1960, item 5
				GRS 18	11	2 years	GRS 18, 1960, item 12
				GRS 18	14a	3 years	GRS 18, 1960, item 15a
				GRS 18	14b	2 years	GRS 18, 1960, item 15b
				GRS 18	14c	1 year	GRS 18, 1960, item 15c
EPI hold remains until lifted by DOE							
Continue to utilize current DOE schedules for Event Reporting (Occurrence Reporting) until superseded.							
Utilize DOE 2.4, item 100 for Worker's Compensation Records							
Utilize Doe 2.7, item 110 for Personal Injury Records							
GRS 5.6	110	5 years	DAA-GRS-2017-0006-0014	GRS 18	17a	5 years	GRS 18, 1960, item 18 (in part)
				GRS 18	20a (in part)	2 years	GRS 18, 1960, item 21a (in part)
				GRS 18	20b (in part)	1 year	GRS 18, 1960, item 21b (in part)
Continue to utilize ADM 18.17a for visitor access records for visitors with potential for exposure to hazardous material until superseded.							
GRS 5.6	111	2 years	DAA-GRS-2017-0006-0015	GRS 18	17b	2 years	GRS 18, 1960, item 18 (in part)
				GRS 18	20a (in part)	2 years	GRS 18, 1960, item 21a (in part)
				GRS 18	20b (in part)	1 year	GRS 18, 1960, item 21b (in part)
Continue to utilize ADM 18.17a for visitor access records for visitors with potential for exposure to hazardous material until superseded.							
GRS 5.6	120	6 years	DAA-GRS-2021-0001-0005	GRS 11	4a (in part)	3 months	GRS 11, 1952, item 4a (in part)
				GRS 11	4b (in part)	When accounted for	GRS 11, 1952, item 4b (in part)
				GRS 21	2 (in part)	5 years	N1-GRS-98-2, item 33 (in part)
GRS 5.6	121	Expiration, confiscation, or return	DAA-GRS-2017-0006-0017	New item			
GRS 5.6	130	6 months	DAA-GRS-2021-0001-0006	GRS 11	4a (in part)	3 months	GRS 11, 1952, item 4a (in part)
				GRS 11	4b (in part)	When accounted for	GRS 11, 1952, item 4b (in part)

General Record Schedules (GRS)							
New GRS 5.6				Old Authorities			
Schedule No.	Item No.	Retention	ERA Number/ Disposition Authority	Schedule No.	Item No.	Retention	Disposition Authority
				GRS 21	2 (in part)	5 years	N1-GRS-98-2, item 33 (in part)
GRS 5.6	140	When accredited	DAA-GRS-2017-0006-0019	New Item			
GRS 5.6	150	5 years	DAA-GRS-2017-0006-0020	New Item			
GRS 5.6	160	3 years	DAA-GRS-2023-0007-0003	New Item			
GRS 5.6	170	Per agency instruction	DAA-GRS-2017-0006-0022	GRS 18	22b	Per agency instruction	NC1-GRS-80-1, item 23b
				Note: Be cautious when cross walking as GRS 18.22b (investigative reports) and ADM 18.22b (administrative review records) are not the same records.			
GRS 5.6	171	Per agreement or MOU	DAA-GRS-2017-0006-0023	New Item			
GRS 5.6	180	1 year	DAA-GRS-2021-0001-0007	New Item			
GRS 5.6	181	5 years	DAA-GRS-2021-0001-0008	GRS 18	22a	Death or 5 years	NC1-GRS-80-1, item 23a
				Note: ADM 18.22 is an exception to GRS 18.22 through NC1-434-80-3, item 23a was superseded by N1-434-98-21, item 22a, which was superseded by N1-434-03-1, item 22a, which was then superseded by DAA-0434-2015-0005-0001			
GRS 5.6	190	Superseded or obsolete	DAA-GRS-2017-0006-0026	GRS 18	22c	With related case file	NC1-GRS-80-1, item 23c
				Note: ADM 18.22c is an exception to GRS 18.22 through NC1-434-80-3, item 23c was superseded by N1-434-98-21, item 22c, which was superseded by N1-434-03-1, item 22c, which was then superseded by DAA-0434-2015-0005-0003			
				GRS 18	23	Superseded or obsolete	NC1-GRS-80-1, item 24 N1-434-98-21, item 23 is an exception to GRS 18.23
Continue to utilize ADM 18.23 until superseded							
GRS 5.6	200	5 years	DAA-GRS-2017-0006-0027	GRS 18	24a	5 years	NC1-GRS-81-8, item 1a
				GRS 18	24b	2 years	N1-GRS-98-2, item 31
GRS 5.6	210	7 years	DAA-GRS-2017-0006-0028	New Item			
GRS 5.6	220	25 years	DAA-GRS-2017-0006-0029	New Item			
GRS 5.6	230	25 years	DAA-GRS-2017-0006-0030	New Item			
GRS 5.6	240	5 years	DAA-GRS-2017-0006-0031	New Item			